

TOWN OF TIVERTON
SEEKING APPLICANTS FOR
FULL TIME BUILDING/ZONING OFFICIAL'S ASSISTANT

The Town of Tiverton is currently seeking a qualified person to work in a full-time capacity as a Building/ Zoning Official's Assistant in the Building/Zoning office. The qualified person must have a minimum of a High School Diploma or GED. The individual should possess a wide range of computer skills including knowledge of Microsoft Excel and Word and familiarity with office equipment. This position requires a high level of accuracy, attention to detail, excellent interpersonal skills, and analytical and problem solving skills. This position is scheduled for 35 hours per week.

Submit all applications, resumes and references to Tiverton Personnel Board, PO Box 38, Tiverton, RI 02878 marked ATTN: Building/ Zoning Official's Assistant Position or via email to tivertonpersonnel@tiverton.ri.gov on or before 4:00 pm on Friday, April 30, 2021. Applications received after this deadline will not be considered.

Tiverton is an Affirmative Action/Equal Opportunity Employer

BUILDING/ZONING OFFICIAL'S ASSISTANT
TOWN OF TIVERTON, R.I.

Job Description

Department: Building Department

Classification: Full Time 35 hours per week

GENERAL PURPOSE

The Building/ Zoning Official's Assistant is responsible for the preparation and maintenance of all permits, building files, zoning files, and building code board of appeals files as well as direct involvement with general public requests at counter, telephone, mail or e-mail. Assures all advertising and public hearings are scheduled.

SUPERVISION RECEIVED

Works under the general supervision of the Building Official and Zoning Official

RESPONSIBILITIES

Day to day responsibilities include but are not limited to the following:

1. Preparation and maintain all records of current and past construction, zoning, property maintenance, vacant property, zoning board of review and building code board of appeals;
2. Review all permits online using the View Point Cloud system for accuracy;
3. Organize and input assignments as requested and/or required;
4. Assist with typing violations, general notices, zoning correspondence and reports;
5. Ensure timely posting of Zoning and Building Code Board of Appeals meeting agendas online and at required posting locations in accordance with the Open Meetings Act (OMA);
6. Distribute meeting minutes to board members for review and approval;

7. Publish minutes to the Rhode Island Secretary of State's website and other locations as required by the OMA;
8. Complete all meeting notice requirements, including drafting and placement of necessary advertisements, writing and mailing letters to abutters and other interested parties;
9. Provide assistance, when required, to the Building/Zoning Official, Town Planner, Town Solicitor and/or Town Administrator in responding to requests for public records in the possession of the Land Use Department under the Access to Public Records Act (APRA), within the legally mandated timeframe;
10. Assure compliance with all Court orders and assist with preparation for litigation requiring collection and/or organization of records;
11. Assist with meeting all legal standards for maintaining public records for the necessary time period and at an appropriate level of organization;
12. Prepare Zoning Board of Review and Building Code Board of Appeal member packages;
13. Manage accounts payable and accounts receivable, including deposits made for reimbursements to outside consultants;
14. Prepare census reports for state and federal agencies monthly with regard to new home permits.

The duties listed above are intended only as illustrations of the various types of work that may be performed on a daily and routine basis. The omission of specific statement of duties does not exclude them from the job position, if the work is similar, related or a logical assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- General knowledge of construction and zoning terminology.
- Must possess sufficient knowledge of general office equipment including but not limited to a network computer and proficient use of the internet
- Knowledge of Office Word and Excel programs

Skills

Must demonstrate the following skills:

- Ability to meet the public courteously and effectively;
- Ability to effectively communicate through email and by phone;
- Possess effective writing, verbal and listening communications skills;
- Possess effective organizational skills and time management skill;s
- Be able to show initiative and accept responsibility;
- Understand and follow written and oral instructions;
- Familiarity and ability to operate general office equipment;
- Ability to complete work with minimal supervision;
- Ability to perform a variety of tasks with speed, competence and accuracy;
- Ability to conform to general office practices and procedures;
- Computer skills including ability to utilize multiple software systems.

Personal Attributes

Must also demonstrate the following personal attributes:

- Be honest, trustworthy and respectful;
- Possess cultural awareness and sensitivity;
- Be flexible and show attention to detail;
- Demonstrate sound work ethics;

- Practice punctuality, respect for deadlines, collaborative problem solving and communication skills;
- Ability to work well with general public, Town officials and co-workers.

TOOLS AND EQUIPMENT USED

Requires frequent use of general office equipment, including but not limited to a network computer using the View Point Cloud permitting system, familiarity with office word and excel, email, laser printer, copy machine.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to occasionally lift and/or move up to 20 pounds.

WORK ENVIRONMENT

The building hosts a smoke free environment. The work environment is characteristic of a general office setting. The noise level is usually moderate. General public, Town officials and other personnel frequent the office for business purposes. Contact with the general public is on a constant, regular basis.